

HH Type Errors: PLEASE RESOLVE any Errors Prior to Report Submission

Household ID	Client ID	Unique Identifier	HH Type Count	Count Client IDs
--------------	-----------	-------------------	---------------	------------------

All Shelter Clients

	Count Client IDs	Count of Household ID	Adult Count (18+)	Child (Under 18) Count	Count 18 Yrs Old
1	68	30	35	33	1
Totals	68	30	35	33	1

HCMS Clients

Count Client IDs	Count of Household ID
1	62
	27

HCMS Household Types and Current Age

	HCMS Household type *must align with HCMS full household description	Count Client IDs	Count of Household ID	Adult Count (18+)	Child (Under 18) Count	Count 18 Yrs Old
1	Homeless individuals accompanied by minor children (including children 18 still in school)	54	22	24	30	1
2	Homeless pregnant individuals	8	5	8	0	0
Totals		62	27	32	30	1

* Another column for children functioning as head of household will be added.

School Continuation

HHs with Children Receiving School Continuation Services	Custodial Children Receiving School Continuation Services
1	9
	10

* Check to see if the number of households provided school continuation services is lower than the number of children receiving school continuation services. If this is the case, this is good. If not, there is some error in the data that needs to be fixed.
 * Check to see if the number of children receiving school continuation services matches what you know about the client population (example: Here there are 30 children served by HCMS, but only 10 were provided school continuation services. If it is known most children are under the age of kindergarten, 10 could be reasonable. If most children are the age of kindergarten and up, 10 would signal a problem).

Vocational Rehabilitation **A Only**

	Division of Vocational Rehabilitation	Total Adults
1	Not Eligible	26
2	Assisted to Enroll	4
3	Client Declined Service	1
4	Not Determined at Entry	1
Totals		32

Food Share Employment and Training **A + CFHH**

	Food Share Employment and Training	Total Adults
1	Had at Entry	13
2	Assisted to Enroll	12
3	Not Eligible	4
4	Client Declined Service	2
5	Not Determined at Entry	1
Totals		32

* Check to see if all adults and children functioning as head of households (when applicable) are accounted for.
 - Which services/referrals apply to which populations is outlined in the Program Manual (A Only = adults only; A + CAHH = adults and children functioning as head of households).

In-house Job Training **A + CFHH**

	In-house Job Training	Total Adults
1	Assisted to Enroll	24
2	Not Eligible	5
3	Client Declined Service	2
4	Not Determined at Entry	1
Totals		32

Job Center of Wisconsin **A Only**

	Job Center of Wisconsin	Total Adults
1	Assisted to Enroll	20
2	Client Declined Service	6
3	Not Eligible	5
4	Not Determined at Entry	1
Totals		32

* The expectation is all clients will be assessed for these services and referrals within 30 days of entry. If there are many people still in the "not determined at entry" category this signals there may be a problem and data hasn't been updated in HMIS.

Other orgs/apprenticeship programs **A + CFHH**

	Other orgs/apprenticeship programs	Total Adults
1	Assisted to Enroll	18
2	Not Eligible	8
3	Client Declined Service	5
4	Not Determined at Entry	1
Totals		32

Veterans Resource Officers **A Only**

	Veterans Resource Officers	Total Adults
1	Not Eligible	31
2	Not Determined at Entry	1
Totals		32

Wisconsin Shares Child Care Subsidy **A + CFHH**

	Wisconsin Shares Child Care Subsidy	Total Adults
1	Assisted to Enroll	15
2	Not Eligible	12
3	Had at Entry	2
4	Not Determined at Entry	2
5	Client Declined Service	1
Totals		32

Wisconsin Works **A Only**

	Wisconsin Works	Total Adults
1	Assisted to Enroll	15
2	Not Eligible	11
3	Had at Entry	3
4	Not Determined at Entry	2
5	Client Declined Service	1
Totals		32

Total Adults Receiving Other (non-HCMS) Services **A + CFHH**

Total Adults	List of Service Item Name
30	Group - AODA group counseling, Group - Celebration dinner, Group - Health and wellness, Group - Job readiness, Group - Life skills group, Group - Nutrition class, Group - Parenting activities, HoH Housing applications / showings, HoH Resume /Cover Letter /Assistance with applications, HoH Transportation / bus pass usage, Individual - AODA counseling, Individual - Budgeting, Individual - Mental health counseling, McKinney Vento Referral , Outreach Healthcare visit

* Work with ICA to put together a customized list of non-HCMS services your organization provides.

* Check to see if the majority if not all clients (adults and children functioning as head of households) are receiving other non-HCMS services. If a smaller percentage of clients are receiving other non-HCMS services please determine why this is - examples: data entry error, list needs to be updated with other services, or clients aren't getting these services and why this is.